

December 30, 1991

MEMORANDUM

TO: Sam Chilcote
Bill Adams

FROM: Susan Stuntz

We have completed processing year-end invoices up to the authorized budget for each Public Affairs cost center. At the end of this process, the Division still has outstanding invoices totaling \$1,031,000 that should, if possible, be paid with 1991 funds.

These projects include:

- . Programs completely deferred in late summer to ensure full funding of all OSHA projects;
- . Programs partially deferred to fund OSHA activities;
- . Consultant invoices for November and December activities that would have had the effect of putting individual cost centers over their authorized budgets. Since all of these invoices are for services rendered in 1991 we would like to pay them this year if at all possible.

Of the \$1,031,000 total, \$330,000 can be paid with your approval from Public Affairs funds available in other Division cost centers.

[Currently, my records indicate that the following funds are available in each Public Affairs cost center: 1301 -- \$32,000; 1302 -- \$63,000; 1303 -- \$18,000; 1304 -- \$8,000; 1305 -- \$2,000; 1306 -- \$3,000; 1307 -- \$200,000; 1308 -- \$4,000. All other cost centers have reached their authorized budgets.]

The remaining \$700,000 worth of projects I would like to propose be paid with any funds that might be available from other divisions. With your approval, I will work with Bill Adams to do so.

Additional program funding needs are as follows:

Scientific Affairs:

\$75,000 to complete payment for an OSHA submission assessing the current ability of U.S. buildings to perform to ASHRAE standards. Authorized by EPA/OSHA task force. 50% of the total \$15,000 cost of the project has been paid in 1991. If funds are available, we would like to complete payment on the project.

\$75,000 to complete payment for an OSHA submission assessing health effects of indoor air contaminants other than ETS. This project, too, as approved by the EPA/OSHA task force. Half of the total project cost of \$150,000 has already been paid. If funds are available, we would like to complete payment on this project.

Excise Taxes:

\$29,500 to complete payment for drafting of a study assessing the impact of excise taxes on senior citizens. The study will be released and promoted by the National Council of Senior Citizens as appropriate in opposing federal and state excise tax increases. All work on the report has been completed; we deferred payment in an effort to identify funds for OSHA activities. If at all possible, we would like to pay for this completed project in 1991.

\$25,000 grant to the Consumer Tax Alliance, whose funds have been depleted toward year end with payment for the recent series of focus group research on health care reform proposals, support of a Democratic Study Group project on tax issues, and some administrative costs.

Fire Safety:

\$13,000 to pay Sparber & Associates consulting fees for December.

\$12,000 for a fire safety grant to support a publicist for the National Volunteer Fire Council. This provides the bulk of our support for this all-important coalition partner; we had deferred payment of this grant request for 1991 in an effort to save funds for OSHA activities.

General Coalitions:

\$250,000 grant to the Labor Management Committee in order that it can meet its obligations to national and state labor consultants, and labor support groups that are due January 1, 1992. Extraordinary expenses at the end of the year have depleted the LMC account.

An additional \$200,000 that would allow the LMC to support two additional submissions from the National Energy Management Institute, as well as a submission from federal and state employee unions and the Workplace Health Fund regarding employee perceptions of IAQ problems in the workplace.

Public Smoking:

\$7400 to support BCIA activities relating to the OSHA RFI.

\$19,874 to pay all outstanding Paul, Hastings invoices for November and December and in order to close the books on the Division's relationship with the firm (which has been eliminated from the Division budget for 1992). Services paid with these invoices include completion of a law journal article on workplace smoking issues and airport smoking restriction projects.

\$13,169 to pay all outstanding Fleishman-Hillard invoices for November and December services on this issue. This will clear the books on Fleishman's involvement in the public smoking issue (the agency has been zeroed out of this cost center for 1992).

\$16,000 for Savarese & Associates invoices for November and December services on public smoking and ETS/OSHA issues.

\$19,325 for Sparber & Associates invoices for November and December services on public smoking and ETS/OSHA issues, principally in support of BCIA activities on the OSHA Request for Information.

\$77,230 for Ogilvy Adams & Rinehart invoices for November and December services on public smoking and ETS/OSHA issues, including OSHA outreach to state labor consultants and several completed IAQ presentations to state and local labor bodies.

\$20,245 for John Fox (Petit & Martin) services for November and December on workplace smoking and privacy seminars for chambers of commerce in nine states.

\$59,665 for Wunder Diefenderfer services for November and December, principally in support of the OSHA RFI activity, as well as support to the federal activity relating to the EPA risk assessment and work place policy guide.

\$42,500 for a project by consulting economists assessing true costs of smoking in the workplace. Funds had been budgeted for this project and the research underway; payment was deferred in order to conserve money for EPA and OSHA activities.

\$57,700 to proceed with reprinting of six public smoking publications that remain in our inventory following the elimination of certain programs. All of these publications had been scheduled for production this year, but were deferred to save money. Since the printing budget for 1992 has been severely